



DEPARTMENT OF THE NAVY
NAVAL SCHOOL OF HEALTH SCIENCES
BETHESDA, MARYLAND 20889-5611

IN REPLY REFER TO
NSHSBETHINST 3440.2C
02

APR 28 1995

NSHS BETHESDA INSTRUCTION 3440.2C

From: Commanding Officer

Subj: DISASTER PREPAREDNESS RESPONSE AND CONTINGENCY PLAN

Ref: (a) NDWINST 3440.18
(b) NNMCIINST 3440.1
(c) NNMCIINST 3440.2

Encl: (1) NSHS Disaster Preparedness Plan

1. **Purpose.** Subject plan is promulgated in support of references (a) through (c) and is effective upon receipt. It provides coordinating guidance for organizing, training and equipping the Naval School of Health Sciences Bethesda, Maryland (NSHS Bethesda) to support the National Naval Medical Center (NNMC), Bethesda in disaster preparedness functions.

2. **Cancellation.** NSHSINST 3440.2B; NSHSINST 3006.1A; NSHSINST 3440.1C; and NSHSINST 11320.1K

3. **Applicability.** This directive applies to NSHS Bethesda. Echelon V Detachments shall establish a similar program in consonance with guidance contained in this instruction and related directives issued by their area commander and higher authority.

4. **Discussion.** Disaster Preparedness consists of measures taken to reduce or minimize the damage caused by hostile action or natural forces such as hurricanes, floods or earthquakes. Contingency planning for disaster situations is vital if NSHS is to maximize effective use of manpower and resources. Enclosure (1) outlines NSHS Bethesda's total capacity and responsibilities when providing support to NNMC. This disaster plan identifies responsibilities of each member of the command.

5. **Policy**

a. Reference (b) tasks NSHS with mutual assistance for manpower support in the event of a disaster. Enclosure (1) outlines the source of personnel and reporting requirements.

b. NNMC activates the Disaster Preparedness Response and contingency plan by contacting the NSHS command duty office. Personnel receiving this call will immediately notify the Director, Administration, Executive Officer (XO) and Commanding Officer (CO) during normal working hours, or the Command Duty Officer (CDO), XO and CO after normal working hours. Once the

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disaster plan has been activated, our participation and response becomes the priority item of business until the plan is secured. Enclosure (1) provides guidelines for the notification, activation and procedural responsibilities for carrying out the Disaster Preparedness Plan.

6. Action

a. The Disaster Preparedness Officer (DPO) will ensure that the disaster preparedness plan is reviewed annually.

b. Directors will be responsible for insuring that their staff personnel are familiar with this instruction and specific responsibilities delineated in enclosure (1).

c. All members of this command will be familiar with their immediate department's role and their individual responsibilities as outlined in this disaster preparedness plan.


ANN LANGLEY

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NAVAL SCHOOL OF HEALTH SCIENCES
Bethesda, Maryland

DISASTER PREPAREDNESS PLAN
(DPP)

Enclosure (1)

NAVAL SCHOOL OF HEALTH SCIENCES
BETHESDA, MARYLAND

DISASTER PREPAREDNESS PLAN
(DPP)

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Record of Changes

Change Number	Date Entered	Entered By	Comments

Basic Plan

References: (a) NDWINST 3440.18
(b) NNMCIINST 3440.1
(c) NNMCIINST 3440.2
(d) NSHSBETHINST 4812.1

1. Background. The Commanding Officer, NSHS Bethesda has prepared this plan to comply with the disaster preparedness requirements established by references (a) through (c). Additionally, the CO is responsible for ensuring that resources under this command are organized, trained and equipped to effectively respond to a wide range of natural and man made disasters.

2. Situations. NSHS Bethesda must be prepared to respond to a wide range of natural and man made disasters. The National Naval Medical Center (NNMC) complex is subject to attack by unfriendly forces, including terrorists, using conventional or non-conventional weapons.

3. Assumptions

a. The scope of disaster recovery efforts are a function of the type of disaster, the intensity of the force and the geographic location in which it occurs.

b. Disaster preparedness planning must consider the entire spectrum of possible damage and injuries sustained in the event of a disaster.

c. This plan establishes basic procedures for disaster recovery operations for most types of disasters. Familiarity with these procedures coupled with an ongoing program of disaster preparedness training should keep to a minimum the need to improvise with non-standard procedures.

d. Disaster preparedness planning must provide for an effective system of collective assistance among all Naval activities within Naval District Washington (NDW) and it must also be coordinated with the disaster preparedness planning of other military services and federal, state and local agencies in cooperation with the National Disaster Medical System (NDMS).

e. This plan may be placed in effect simultaneously with other plans and missions of this command as continuity of operations and mobilization plans dictate, as outlined in reference (d).

f. A disaster of sufficient magnitude may result in one or more, or any combination of the following:

- (1) Suspension or discontinuance of normal and/or even some essential operations.
- (2) Multiple casualties (injured and dead) possibly including hospital personnel, many requiring extrication and rescue from wreckage.
- (3) Structural damage to buildings and facilities.
- (4) Extensive fires with inadequate water supply.
- (5) Interruption and/or suspension of essential utilities and communications.
- (6) Damage or destruction to streets, roads, bridges or any other avenue of transportation.
- (7) Contamination of water, food and supplies resulting in shortages in food and water.
- (8) Panic, looting and other civil disorders.
- (9) Traffic congestion and general breakdown of the normal transportation systems.
- (10) Extensive damage and/or loss of material, supplies and equipment.
- (11) Area contamination (chemical, biological and/or radiological).

4. Mission. NNMC and its tenant commands are an integral part of the disaster recovery resources available to the Commandant, NDW in responding to a disaster within NDW. The disaster preparedness mission of NSHS includes:

- a. Augmentation of NNMC personnel to effectively function as a mass casualty receiving center.
- b. Providing medical personnel, equipment and supplies to carry out or to assist with disaster recovery efforts.
- c. The ability to survive and recover from a variety of disaster situations that could occur within this command and/or on the NNMC complex.

5. Responsibilities. To ensure that NSHS Bethesda resources are organized, trained and equipped to effectively respond to a wide range of natural and man-made disasters, the following responsibilities are assigned by the Commanding Officer.

a. The Disaster Preparedness Officer (DPO) is responsible for:

(1) Ensuring that this DPP is kept under continuous review and revision, and is widely disseminated and understood among NSHS personnel.

(2) Conducting fire/evacuation, bomb threat, and personnel recall drills to evaluate the effectiveness of this document and the staff's ability to execute the plan.

b. Directors shall:

(1) Ensure the widest dissemination of this DPP within their directorates, and encourage maximum participation of their personnel in the periodic drills.

(2) Ensure each department has a current departmental disaster preparedness plan on file.

c. Director, Resource Management shall ensure that this Command:

(1) Is equipped to respond effectively to a wide range of natural and man-made disasters.

(2) Has pre-established mechanisms for the immediate supply of crucial items such as water, food and fuel.

d. Department Heads shall:

(1) Ensure that their departmental disaster plans effectively implement the requirements of the DPP.

(2) At least annually, brief their personnel on their individual roles in a disaster or mass casualty situation.

e. All military and civilian personnel are responsible for being familiar with this DPP and the specific actions they are to take upon activation of any of the annexes of this plan.

ANNEX A
Command Relationships

1. This command's main objective in disaster recovery operations is to assist NNMC with self recovery and care of casualties from other military activities of NDW. This annex outlines the command relationships that exist for NSHS to achieve the above objective.

2. Command Relationships

a. The resources of NSHS are available to NNMC upon request to carry out or assist with disaster recovery efforts within NDW. Personnel from this command assigned to disaster recovery efforts become an integral part of the host activity until released by that Command.

b. Resources are available to NNMC to provide assistance in meeting the demands of a disaster situation directly affecting NNMC, such as:

(1) A mass casualty incident occurring within NDW where casualties are expected to arrive at NNMC.

(2) A disaster occurring within NNMC or on the NNMC complex.

c. Command relationships with other military forces will follow normal established working procedures. Special arrangements should be coordinated through the Office of the Commandant, NDW.

ANNEX B
Acronyms and Abbreviations

BEQ	Bachelor Enlisted Quarters
BOQ	Bachelor Officer Quarters
CDO	Command Duty Officer
CDWS	Civil Defense Warning System
DOD	Department of Defense
DPO	Disaster Preparedness Officer
DPP	Disaster Preparedness Plan
HSETC	Naval Health Sciences Education and Training Command
NDMS	National Disaster Medical System
NDW	Naval District Washington
NIH	National Institutes of Health
NMRI	Naval Medical Research Institute
NNMC	National Naval Medical Center
NORAD	North American Air Defense Command
NSHS	Naval School of Health Sciences, Bethesda
NWS	National Weather Service
OOD	Officer of the Day
OPM	Office of Personnel Management
TTD	Technical Training Directorate
UCMJ	Uniform Code of Military Justice

ANNEX C
PERSONNEL RECALL PROGRAM

1. The ability to recall key personnel or entire Directorates, after hours and on weekends, to meet the demands of a disaster or emergency situation is an integral part of this DPP. Personnel may be recalled by Directorate, Department or individually depending upon the situation.

2. Policy

a. Each directorate shall develop and maintain an accurate recall plan for all assigned personnel, both military and civilian. Recall bills will be submitted to the Head, Administrative Support Department by the first working day of each month for inclusion in the command Watch Standers' Guide.

b. Recall bills shall contain a valid local telephone number (including area code) at which each person may be reached after normal working hours. In addition, the recall bills will include the Zone numbers of the individual's residential area for ease in activating the Residential Zone Dismissal Plan as outlined in Appendix 3 of Annex I when necessary.

c. The Personnel Recall Program shall be activated and tested at least quarterly. The OOD shall prepare an after action report using the format outlined in Appendix 1 of this Annex and submit this report the following work day to the CO, via the DPO and XO, for review.

d. All personnel who are authorized access to the personnel recall bills are to be aware that information is considered privileged. Personnel must be mindful of the sensitive nature of the information contained in the recall list and not use the information for anything other than its intended purpose.

3. Action

a. Directors shall ensure that each member assigned to their Directorate receive a copy of the recall bill each month and is aware of their responsibilities during an activation.

b. Upon activation of the Personnel Recall Program by the CO, XO or Director, Administration (DA), the CDO/OOD shall contact each Director and pass information as directed.

(1) Directors shall activate the directorate's recall plan and notify the CDO/OOD when it has been completed.

(2) Civilian personnel are not to be recalled unless specifically authorized by the CO, XO or DA.

c. Individual members of the command shall:

(1) Provide their Director with a valid local telephone number where they may reasonably be reached after normal working hours.

(2) Ensure continuity of the recall program by maintaining a current copy of the recall bill.

(3) Respond rapidly to an activation of the recall program by contacting the next member on the recall bill and completing any further action as directed.

APPENDIX 1 TO ANNEX C

3440
(Date)

MEMORANDUM

From: (OOD)
To: Commanding Officer, NSHS
Via: (1) Disaster Preparedness Officer
(2) Executive Officer

Subj: AFTER ACTION REPORT FOR PERSONNEL RECALL PROGRAM TEST

Ref: (a) NSHSBETHINST 3440.2C

1. In accordance with reference (a), the following report is submitted to provide results of the Personnel Recall Program test of (date):

Person initiating recall: _____

Date/time recall initiated: _____

Directorates notified: RMD: _____
ADMIN: _____
LMSTD: _____
TTD: _____
NMQI: _____
ETSD: _____

Time recall completed: _____

Number/percentage of personnel contacted: _____

Difficulties encountered: _____

Recommendations: _____

Submitted by,

NAME

ANNEX D

Warning Signals and Emergency Situations

1. Purpose. This annex prescribes responsibilities and procedures to ensure prompt action in the event of an enemy attack or national emergency affecting NSHS and the NNMC complex.

2. Source. The source of warning of enemy attack is NORAD at Colorado Springs, Colorado. The system utilized to disseminate warning of enemy attack from the source of warning to the public is called the CDWS. It is comprised of federal, state and local facilities designated or designed to carry out the warning system. The warning system of the NNMC complex is tied directly with the CDWS of the Washington area. If Civil Defense receives the warning, the sirens would automatically sound.

3. Civil Defense Warning Signals. To alert the public and indicate the survival action people would take in an emergency, the Office of Civil Defense has established two warning signals to be sounded on outdoor warning devices: The **Attack Warning Signal** and the **Attention of Alert Signal**. Among the outdoor warning devices used for Civil Defense Warnings are sirens, horns, whistles and voice systems.

a. Attack Warning Signal (Red)

(1) **Definition**. A 3 to 5 minute wavering tone on sirens or a series of short blasts on horns or other devices, repeated as necessary.

(2) **Meaning**. This signal will mean that an actual attack against the United States has been initiated and detected and that protective action (shelter) should be taken immediately.

(3) **Action**. Upon attack warning signal, or when instructed by Commander, NNMC, all personnel attached to NSHS, Bethesda will proceed immediately to the nearest shelter areas and remain until movement from shelter is directed after the attack.

b. Attention or Alert Signal (Yellow)

(1) **Definition**. A 3 to 5 minute steady tone on sirens, horns or other signaling devices.

(2) **Meaning**. This signal will be used to get public attention in times of imminent peacetime emergencies such as natural disasters, fires or other dangers. In addition to any other meaning or requirement for action as determined by local government officials it will mean to all personnel in the United States:

"LISTEN FOR ESSENTIAL EMERGENCY INFORMATION"

(3) **Action:** On hearing attention or alert signal, listen for essential emergency information by whatever means are available and act accordingly.

c. All Clear Signal (White). Verbal announcement, there is no siren, horn, etc. for this condition.

4. Specific Actions on Receipt of Warning

a. Attack Warning Signal. Should notification of a attack be received by radio, telephone, teletype or other than signal from the siren, the CDO NNMC will cause the Civil Defense Alarm to be sounded.

b. Attention or Alert Signal. This signal will be used to get the attention of all personnel. Reaction to this signal will depend upon the situation. It may indicate impending nuclear attack, natural disaster, civil disorder or any potentially dangerous situations which may involve NNMC complex personnel. Reaction to this signal will be governed by the appropriate parts of this plan.

5. Emergency Instructions to Personnel

a. All personnel, military and civilian, will comply with local civil defense instructions whether at work or at home.

b. When off station in a post attack situation, after receiving official notice that it is safe to leave the shelter areas the following procedures will apply in the order listed:

(1) Attempt to report to parent command.

(2) Attempt to report to nearest navy installation.

(3) Report to nearest available military installation regardless of service.

c. The following procedures will apply specifically to Navy department civilian employees. When an employee, having reported to a military installation of other than the Navy Department, finds that the installation cannot contact the Navy Department, they will then go to the nearest post office, secure, fill out and mail a "Federal Employee's Registration Card" (CSC Form 600). These cards are pre-addressed to the nearest civil service commission personnel office. A DOD representative will assist in the processing and reassignment of all civilian employees who so register, with special emphasis on returning all employees who so register, to the Navy Department, every effort will be made to place those personnel in one or the other military departments.

ANNEX E
Mass Casualty Response Plan

1. NNMCM will notify the NSHS command duty office of activation of the DPP. Upon notification, the Director, Administration will inform the XO/CO of the need to activate the DPP. The CO, NSHS may designate up to 20 enlisted personnel for the NNMCM manpower pool. When directed by the CDO or OOD, they will report to the Manpower Pool, Amphitheater, Building 10, or as directed by the Administrative Duty Officer, NNMCM to a secondary assembling area.

2. Once the DPP has been activated by NNMCM and NSHS has received notification, our participation and response becomes the priority item of business until the DPP is secured.

3. During Normal Working Hours

a. During normal working hours the 20 person response team from NSHS will be drawn whenever possible from enlisted students in the didactic phase of training at NNMCM, as well as personnel assigned to X-Division.

b. The Director, TTD will provide by the first of each month, an updated list of classes actually in session. This listing will be placed in the Watch Stander's Guide and will be the basis for drawing the 20 person response team. This listing will include the following:

(1) Course/Class number.

(2) Classroom/laboratory assigned for instruction.

(3) Number of students in the class.

(4) Telephone number where the instructor responsible for the class can be reached during the instructional period

c. When notified that the DPP has been activated, the assigned individuals will respond as directed and muster within 15 minutes at the designated mustering site.

d. In the event that an insufficient number of personnel are available from the student population in the didactic phase, the response team requirements will be met by the utilization of enlisted staff personnel as available.

4. After Normal Working Hours

a. After normal working hours the OOD, when notified by NNMCM that the DPP has been activated, will contact the CDO and CO for

authorization to activate the command recall plan. The OOD will use the command recall plan to obtain the 20 person response team.

b. In drawing the response team, the OOD will activate those recall lists which have large numbers of members residing in the BEQ on board the NNMC complex first.

c. When notified that they have been recalled as part of the Disaster Response Team, members will proceed to the mustering site as promptly as possible.

d. After normal working hours and upon notification of the activation of the DPP, the OOD shall notify the CDO that the plan has been activated and the actions taken.

ANNEX F
Defense Against Bombing

Reference: (a) OPNAVINST 3850.4A

1. Bombing is the most likely terrorist act to be encountered by DOD personnel and activities. Explosive devices can be built in many different shapes forms and sizes, and placed in various containers such as a briefcase, wrapped parcel, or even a filled paper bag. Therefore, any unusual or common objects found in places where they would not normally be found during search operations must be considered suspect, and should not be touched or moved. This Annex implements reference (a), and contains the procedures to be followed in the event of a bomb threat, a bomb or an actual detonation of a bomb within NSHS spaces or the NNM complex.

2. During Normal Working Hours

a. Person receiving the call: The telephone is the most common method used to deliver a bomb threat. The bomb threat could be made to any extension at this command, thus all personnel must be familiar with the following actions to take if they receive a bomb threat:

(1) **Do not panic.** Remain calm and immediately have the Commanding Officer and Executive Officer notified. In the event the threat is against an NSHS space located in NNM, upon direction of the Commanding Officer, the NNM Command Duty Office will be notified. The information you receive from the caller may provide valuable clues for investigation.

(2) Record every word of the caller, ask the caller to repeat the message and keep the caller on the line as long as possible.

(3) Learn the location of the bomb, the time it will detonate and anything that may trigger detonation.

(4) Advise the caller that this is a school on a hospital complex and the detonation of a bomb would result in the death or serious injury of many innocent persons.

(5) Listen attentively for any strange or peculiar background noises which could give a clue as to where the call is being made and the caller's voice for male/female voice quality, foreign or regional accents, impediments or other peculiarities.

(6) Immediately after the caller hangs up, complete the report, Appendix 1 to this Annex (Bomb Threat Data Collection Sheet). If the threat is against an NSHS space located in NNNMC, personally take a copy to the NNNMC Command Duty Office. Do not tell others of the bomb threat, unless directed to do so, to avoid a possible panic situation.

b. The DA will make the following notifications in order indicated and keep these officers and departments informed of developments:

(1) NNNMC Security (who will notify the Fire Department) (295-1246).

(2) NNNMC Command Duty Officer (295-4611).

(3) Public Works Officer (295-1114).

(4) CMAA Bldg 50 (295-0260) (to dispatch Fire Party).

(5) NNNMC Public Affairs Officer (295-2297).

c. The XO, DA or the DPO will organize such staff personnel as are present into evacuation and search teams as follows:

(1) Building 141: 3 evacuation and search teams, one for each floor of the building. Teams leaders will be:

(a) Basement: Head, Operating Management.

(b) First Deck: Head, Administrative Support Department.

(c) Second Deck: LPO, LSTD.

(2) NSHS Spaces in NNNMC: NSHS personnel will cooperate fully with NNNMC personnel in the evacuation and search of these spaces.

d. Team leaders and teams will be instructed to carry out the following:

(1) Quietly inform building occupants of the bomb threat and direct them to:

(a) Thoroughly search their spaces for suspicious objects and if discovered, do not disturb, notify the team leader.

(b) Open all doors and windows.

(c) Do not activate or deactivate electrical circuits (i.e., fire alarms) except lights as necessary for a thorough search.

(d) Evacuate Building 141 to a distance of at least 150 yards; stay clear of roadways; do not attempt to remove cars from the parking lot. In inclement weather, take shelter in the basement of Building 17, NMRI.

e. If the bomb threat specifies a time of detonation, and NNMC Security gives the order to evacuate, all windows will be opened, the building evacuated and secured until one (1) hour past time of detonation. After one hour, the search teams will search the grounds (50 feet from building) first and then the spaces of Building 141. Remember the proper search pattern is:

(1) Outside to inside.

(2) Downstairs to upstairs.

(3) 3 levels: floor to waist, waist to ceiling, above ceiling (false ceiling).

f. If the search does not disclose any bomb or suspicious object, and after the "all clear" has been given, the command and other tenants of the building will return to normal routine and all offices and departments will be notified.

3. After Normal Working Hours

a. Upon notification of a bomb threat against this command, the OOD/CDO will notify the CO and/or the XO of the nature of the threat. If directed, the OOD/CDO will activate the Personnel Recall Plan and direct all military personnel to report to Building 17, NMRI.

b. The OOD will immediately evacuate Building 141 and proceed to the OOD's office at Building 17, NMRI. From there, the OOD will make the following notifications and keep these officers and departments notified of developments:

(1) NNMC Command Duty Office (5-4611).

(2) NNMC Security (who will notify the Fire Department) (5-1246).

(3) CMAA Bldg 50 (5-0260) (to dispatch Fire Party).

c. Upon recall of sufficient personnel, the bomb threat plan outlined for threats during normal working hours will be activated.

d. If the search of the grounds and building fails to disclose a bomb or other suspicious device, the command will return to normal routine, the OOD will notify the CO, XO, CDO and Directors of this fact.

4. Bombing via the mail: While most terrorist bombs are transported to the target by individuals, public mail and parcel delivery have been used throughout the world to deliver explosive devices disguised as packages, books and letters. Such delivery has affected both private residences and places of work. The sophistication and effectiveness of such explosive devices vary greatly. Letter bombs have weighed as little as one ounce, and have been less than 1/8 of an inch thick. Packages can contain enough explosive to severely damage a large building. Fortunately, lay personnel can easily be taught to recognize those packages and letters which are likely to contain explosive devices. Identification and segregation of suspected mail is the single most important step in protection against this type of bombing.

a. All personnel should become accustomed to automatically checking letters and packages delivered through mail to either their residence or place of work in accordance with the guidelines below. Mail clerks and others who handle large volumes of mail should be particularly well trained. When checking mail, personnel should remember the key words: look, smell, weight and feel.

(1) **Look:** Look at the mail for the following features:

(a) Is it from a strange place or an unknown, unusual sender? Letter bombs are usually mailed from another country.

(b) Does it lack a return address?

(c) Does it have excessive postage?

(d) Is the size of the item abnormal or unusual?

(e) Are there oily stains on the item?

(f) Are wires or strings protruding or attached in an unusual place?

(g) Is the item marked conspicuously with the receivers name? For example "Eyes only for Mr. Smith". Letter bombs are usually hand addressed.

(h) Is the spelling correct?

(i) Does the letter or parcel have unusual or strange markings? If the item is marked as a classified document, is it

marked in accordance with official procedures?

(j) Do the return address and postmark differ?

(k) Is the letter unduly wrapped or sealed?

(2) **Smell:** Does the item smell peculiar? Many explosives used by terrorists smell like shoe polish or almonds.

(3) **Weight:** Is the item unusually heavy or light? Is it uneven in balance?

(4) **Feel:** Carefully feel the item to determine if there is an unusual object enclosed. Do not bend or fold.

(a) Is there a springiness in the top, bottom or sides?

(b) Is there a stiffening either in cords or other material?

(c) Is there a perceptible bump or lump?

b. If personnel suspect that a letter or package they have received may contain an explosive device, they should:

(1) Remain calm. Contact NNMC Security.

(2) Do not open, immerse in water, or tamper with in any way.

(3) Do not leave the suspected letter or bomb unattended or allow others to disturb it, and wait for further instructions.

5. Control of hand carried packages and materials. While a powerful bomb can be concealed on a person, or bomb components carried by several people to the target, most bombers carry or send the bomb to the target in some form of container. The difficulty in controlling hand carried packages and materials in a training environment is recognized, but the threat does exist and it must be addressed. To ensure that this command has an effective defense against bombing, the following responsibilities are assigned by the CO:

a. The DPO is responsible for planning and coordinating periodic drills of this annex and providing critiques of these drills.

b. The Security Officer is responsible for:

(1) Preparing an Annual Vulnerability Assessment of this facility to terrorist bombing in accordance with reference (b) of

this instruction. This annex will be revised to incorporate the recommendation of this annual assessment.

(2) Conduct annual training for all personnel in the actions to be taken upon receiving a telephone bomb threat.

c. All personnel are responsible for attending available training, and to be familiar with the actions to be taken upon receiving a telephone bomb threat.

APPENDIX 1 TO ANNEX F
Bomb Threat Data Collection Sheet

IMMEDIATELY AFTER caller hangs up, person receiving call should:

1. Notify supervisor of call and immediately fill out this form while the facts are still fresh in your mind.

2. Date of call: _____ Time of call: _____

3. Caller's message:

4. Caller's identity: Name _____
Age _____ Male / Female

5. Caller's origin: Internal / Long Distance / Local / Other

6. Distinguishing Traits: (circle all that apply)

Voice Pitch	Speech	Accent	Language	Manner
Soft	Slow	Foreign**	Poor	Angry
Loud	Fast	American**	Fair	Calm
Deep	Stutter		Good	Rational
High	Precise		Excellent	Deliberate
Nasal	Muffled		Dirty	Laughing
Hoarse				
Other**	Other**		Other**	Other**

** Explain fully

Background noises: (circle those that apply)

Traffic Construction Music Quiet
Party Office Machines Factory Machines
Other: _____

ANNEX G
Civil Disturbance

1. This annex contains the procedures to be followed to protect personnel and property in the event a civil disturbance is anticipated, developing or occurring on the NNMC complex or in the local community. Civil disturbances may include groups involved in picketing, demonstrations, acts of violence, terrorism, sit-ins, passive resistance, civil disobedience or any other disturbances that are prejudicial to law and order.

2. The primary objective in the event of a civil disturbance is the protection of military and civilian personnel on board the NNMC complex. Secondary objectives include protection of government property that this command is accountable for, and minimizing the effects of actions taken to interfere with the ability of this command to carry out its essential military mission.

3. Entry to or exit from, this command and the NNMC complex may be blocked by a civil disturbance.

a. If entrance to NNMC is blocked or locked, proceed to the nearest phone and call the Command Duty Office. Inform them of the situation and receive instructions as to what action should be taken. Do not confront the participants of the disturbance or attempt to force entry.

b. If exit from the NNMC compound is blocked, the NNMC Security Department will notify the command. Security is required to reestablish the exits from the NNMC complex.

4. NSHS will provide whatever assistance is requested by the Commander, NNMC, in the event a civil disturbance threatens the NNMC complex.

ANNEX H
**Assistance to Civilian Authorities in
Domestic Emergencies**

Reference: (a) NNMCIINST 3440.1

1. NSHS has a moral and legal obligation to be prepared to provide assistance to local civilian authorities in the event of domestic emergencies, including civil defense emergencies, civil disturbances and natural disaster. Reference (a) contains guidelines and establishes policy pertaining to military assistance to civilian authorities during domestic emergencies.

2. Personnel receiving requests from civilian authorities or NNMCI for assistance during a domestic emergency will obtain the information listed below. This information will be relayed immediately to the CO, XO and the DPO.

- a. Nature of disaster (fire, plane crash, etc).
- b. Location of disaster.
- c. Number of casualties, types of injuries.
- d. Type of assistance requested.
- e. Name and phone number of caller.

3. The DPO is responsible for notifying NNMCI of NSHS's capabilities and limitations in providing assistance during a domestic emergency.

ANNEX I
Hazardous Weather Conditions

Ref: (a) NDWINST 3006.1
(b) NNMCIINST 12610.1

1. Purpose. To issue guidance concerning hazardous and destructive weather conditions and to establish conditions of readiness in anticipation of hazardous or destructive weather per reference (a). Appendix 1 contains a list of common DOD and NWS weather warning terminology.

2. Discussion. Destructive weather poses a significant threat to personnel, installations and other resources. Adequate and timely weather warnings, coupled with prompt and effective action by commands, will minimize loss and damage from destructive weather.

3. Policy

a. Routine operating procedures shall provide for the safety of personnel, property and equipment by incorporating planned responses to all hazardous weather conditions as outlined in Appendix 2.

b. At least annually and by 1 December of each year, all personnel assigned to NSHS Bethesda, will be provided a copy of Appendix 2. Appendix 3 will be posted on bulletin boards located throughout the command. In addition, each Director and identified key personnel will be provided a copy of Appendix 4 for guidance.

c. When early dismissal of personnel is necessary as a result of a hazardous weather condition developing during normal work hours, personnel will be dismissed in accordance with the Residential Zone Dismissal Plan developed by the Metropolitan Washington Council of Governments, further outlined in reference (b).

d. The Residential Zone, Appendix 3, for each employee will be determined as follows:

(1) Zone 1: residents beyond Montgomery, Prince Georges and Fairfax Counties.

(2) Zone 2: residents in portions of Montgomery, Prince Georges and Fairfax Counties that lie outside the Beltway (I-495).

(3) Zone 3: residents inside the Beltway, but outside the District of Columbia.

(4) Zone 4: residents in the District of Columbia. Military personnel residing in the NNMCI Complex BOQ/BEQ will be considered Zone 4 personnel.

4. Action

a. In the event of hazardous weather condition, guidelines provided by Appendixes 2 through 4 will be followed.

b. In implementing these procedures, the mission of the command and the need for the personnel safety is paramount and shall be given the highest priority.

c. In the event of closure during normal work hours, personnel who were absent on previously approved annual leave, sick leave or leave without pay for the entire workday, will be charged for leave for the entire workday. Personnel on duty at the time of dismissal will be granted excused absences for the remainder of the workday even if scheduled to take leave later in the day.

d. Personnel shall seek guidance from their chain of command in times of uncertainty.

APPENDIX 1 TO ANNEX I
COMMON WEATHER WARNING TERMINOLOGY

Department of Defense:

Wind Warnings:

Small Craft Warning: harbor and inland waters warning for winds (33 knots or less) of concern to small craft. The lower threshold for issuing such warnings is set by local area authority.

Gale Warning: warning for harbor, inland waters and ocean areas for winds 34-47 knots.
Note: for the purpose of graphical display of warnings, gale warnings are issued for winds equal to or greater than 35 knots.

Storm Warning: warning for harbor, inland waters and ocean areas for winds 48 knots or greater.
Note: for the purpose of graphical display of warnings, storm warnings are issued for winds equal to or greater than 50 knots.

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**Tropical Cyclone
Watch/Warning:**

Tropical Depression: warning for land, harbor, inland waters and ocean areas for winds 33 knots or less.

Tropical Storm: warning for land, harbor, inland waters and ocean areas for winds 34-63 knots.

Hurricane/Typhoon: warning for land, harbor, inland waters and ocean areas for winds 64 knots or greater.

National Weather Service:

Small Craft Warning: winds of 18-33 knots are forecast for harbor and inland waters, as well as adjacent coastal areas.

Gale Warning: winds of 34-47 knots are forecast for harbor and inland waters, as well as adjacent coastal areas.

Storm Warning: winds of 48 knots or greater are forecast for harbor and inland waters, as well as adjacent coastal areas.

Tropical Storm Watch: a tropical storm or incipient tropical storm poses a possible threat to a specified coastal area within 36 hours.

Tropical Storm Warning: tropical storm force winds are expected in a specified coastal area within 24 hours.

Hurricane Watch: a hurricane or incipient hurricane poses a possible threat to a specified coastal area within 36 hours.

Hurricane Warning: hurricane force winds are expected in a specified coastal area within 24 hours or less.

Severe Thunderstorm/
Tornado Watch/
Warning:

Department of Defense:

Thunderstorm Warning: thunderstorms are forecast to impact the warning area.

Severe Thunderstorm Warning: severe thunderstorms (with wind gusts to 50 knots or greater and/or hail of 3/4 " diameter or greater) are forecast to impact the warning area.

National Weather Service:

Severe Thunderstorm Watch: severe thunderstorm (wind gusts of 50 knots or greater or hail of 3/4" diameter or greater at the surface) development is possible within or adjacent to the watch area.

Severe Thunderstorm Warning: the occurrence of a severe thunderstorm has been confirmed by observation or weather radar.

Tornado Watch: conditions are conducive for tornadic activity and severe thunderstorms within and close to the watch area.

Tornado Warning: a tornado has actually been sighted, or indicated by weather radar.

Flash Flood Watch/Warning: heavy rainfall may result in, or has produced, flash flooding.

Coastal Flood Watch/Warning: strong on-shore winds, potentially combines with heavy rainfall, may result in, or has produced coastal flooding.

Tornado Warning: tornadoes have been sighted or detected by RADAR in or adjacent to the warning area, or have a strong potential to develop in the warning area.

Special Advisories/
Watches/Warnings:

These advisories or warnings include any of the above warnings for US military activities outside the US. They may also encompass any additional weather phenomenon which may impact operations in the designated area. These warnings may be issued for land, harbor, inland waters or ocean areas as appropriate. They include, but are not limited to:

Storm Surge Warning: warning issued for coastal areas, harbor and inland waters when abnormally high tides are forecast to impact operations. The specific height above normal tide will be determined by local area commanders.

Special Advisories/
Watches/Warnings
(continued):

Department of Defense:

Winter Storm/Snow Warnings: warning may be issued for snow, mixed or freezing precipitation, wind chill or anything that could impact operations. The parameters under which a winter storm warning will be issued are determined by local area commanders.

National Weather Service:

Winter Storm Advisory: event specific advisories used to describe conditions which may pose a threat to specified users, but are not serious enough to warrant a warning for the general public. Conditions include snow (less than 4"), blowing snow, wind chill, freezing rain, dense fog, etc.

Winter Storm Watch: issued when the risk of a hazardous weather event has increased significantly, but its occurrence, location and/or timing is still uncertain. Such weather events include blizzards, heavy snow, freezing rain or drizzle and sleet.

Winter Storm Warning: issued when the risk of a hazardous weather event is imminent or occurring. The winter storm warning covers the same conditions included under winter storm watch.

SNOW CONDITIONS (continued) :

Winter storm announcements	Definition	Military personnel	Civilian personnel
Open	Employees are expected to report for work on time.	Command will be open and all personnel are expected to report on time as scheduled.	Federal agencies will open on time and employees are expected to report for work as scheduled.
Delayed arrival	Reasonable delays in reporting for work will be excused.	Personnel will make every reasonable effort to report on time as scheduled, however reasonable delays will be excused for personnel who experience serious commuting delays.	Federal agencies will open on time, but reasonable delays in reporting for work will be excused without loss of pay or charge to leave for employees who experience serious commuting delays.
Liberal Leave	Employees may take leave without prior approval.	NOT APPLICABLE Same as delayed arrival.	Same as delayed arrival, but employees not designated as "essential" may take annual leave or leave without pay (LWOP) without the prior approval of their supervisors. Contact NSHS if taking leave.
Delayed arrival/ Liberal leave	Reasonable delays in reporting for work will be excused and employees may take leave without prior approval.	NOT APPLICABLE Same as delayed arrival.	Same as delayed arrival and liberal leave. Contact NSHS if taking leave.
Closed	Federal agencies / military commands are closed.	Personnel will not be required to report. Personnel residing on base may be called upon to support NMMC or NSHS snow removal functions.	Employees not designated as "essential" are excused from duty without loss of pay or charge to leave.

APPENDIX 2 TO ANNEX I
CONDITIONS OF READINESS

TROPICAL CYCLONE, SUBTROPICAL OR EXTRA-TROPICAL WIND STORMS:
(Issue using gale, storm, tropical storm or hurricane/typhoon to indicate force of destructive winds.)

Condition	Definition	Action
IV	Trend indicates a possible threat of destructive winds of force indicated within 72 hours.	<ol style="list-style-type: none"> 1. Review hazardous and destructive weather implementation plans, as established by local regulations 2. Police exterior areas assigned to the command for loose materials which might become flying objects.
III	Destructive winds of force indicated are possible within 48 hours.	<ol style="list-style-type: none"> 1. Take preliminary precautions. 2. Stow loose materials from exterior areas inside buildings or firmly lash down.
II	Destructive winds of the force indicated are anticipated within 24 hours.	<ol style="list-style-type: none"> 1. Take precautions that will permit establishment of an appropriate stated of readiness on short notice. 2. Secure all screens, windows, venetian blinds within their respective areas, secure all doors not required for use during emergencies. 3. Secure non-essential Zone 1 personnel. 4. Consider securing non-essential Zone 2 personnel at recommended intervals after departure of Zone 1 personnel.
I	Destructive winds of the force indicated are occurring or anticipated within 12 hours.	<ol style="list-style-type: none"> 1. All possible precautions to safeguard personnel and material shall be completed and checked at frequent intervals. 2. Unnecessary electrical appliances, lights and water shall be secured. 3. Personnel shall refrain from standing in doorways or near windows. 4. Secure non-essential personnel by Zones at recommended intervals.

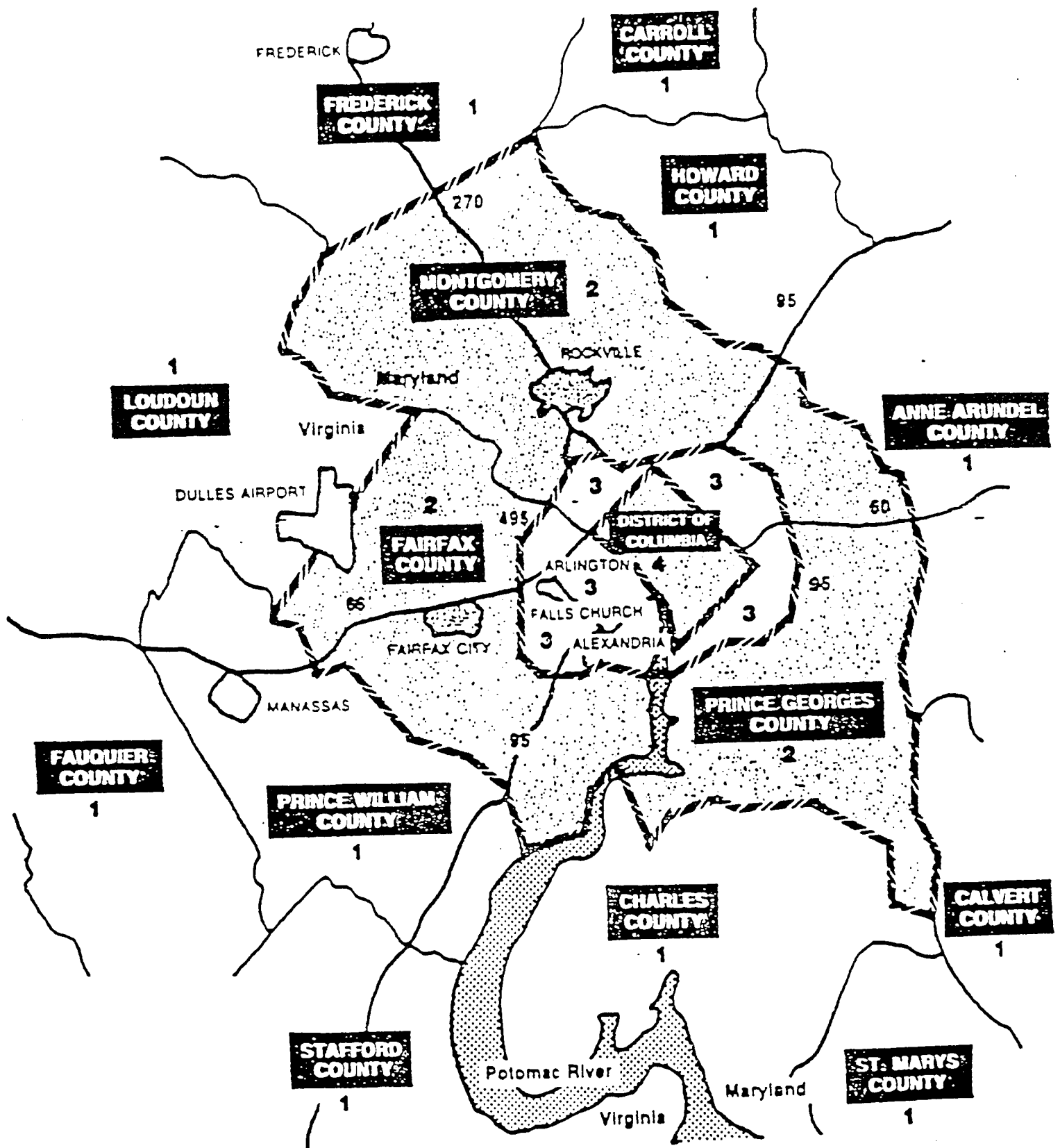
THUNDERSTORM OR TORNADO CONDITIONS:

Small area storms	Definition	Action
Condition II	Destructive winds accompanying the phenomena indicated are expected in the general area within 6 hours. Associated lightning/thunder, torrential rain, hail severe downbursts and sudden wind shifts are possible.	1. Take precautions that will permit establishment of an appropriate state of readiness on short notice. 2. Secure non-essential Zone 1 and 2 personnel at recommended intervals.
Condition I	Destructive winds accompanying the phenomena indicated are imminent or are occurring. Associated lightning/thunder, torrential rain, hail, severe downbursts and sudden wind shifts are possible.	1. Take immediate safety precautions and shelter. 2. Secure non-essential personnel by Zones at recommended intervals.

SNOW CONDITIONS:

Snow Conditions	Definition	Action
II	Accumulated snowfall, weather forecast and other pertinent data indicate that it would be prudent in the interest of safety, snow removal operations and traffic control to prescribe a condition of reduced operations.	1. Adjust personnel departure and/or arrival times to meet an anticipated traffic slowdown. 2. Secure non-essential Zone 1 and 2 personnel at recommended intervals.
I	Accumulated snowfall, weather forecast and other pertinent data indicate that it will be necessary to suspend normal operations until road and weather conditions are favorable or returning to normal operations.	1. Excuse civilian and military personnel from work for an extended period. 2. Secure non-essential personnel by Zones at recommended intervals.

Residential Zone Dismissal Plan for the Washington Metropolitan Area



Numbers Represent Dismissal Stages

APPENDIX 4 TO ANNEX I
NAVAL SCHOOL OF HEALTH SCIENCES, BETHESDA
Plan of Action for Hazardous Weather

When hazardous weather conditions develop during working hours:

1. The Director, Administration shall:

a. Determine whether the weather/road conditions, the actions of the Commanding Officer HSETC, Commander NNNMC and OPM warrant activation of this instruction.

b. Once a full assessment is completed, report to the CO and/or XO before initiating action.

c. Upon notification and concurrence of the CO/XO, notify the Directors and the offgoing/oncoming CDO/OOD.

2. The Command Duty Officer/Officer of the Day shall:

a. Report as soon as possible to their assigned duty location and maintain the duty until properly relieved by the oncoming duty crew. The CDO/OOD shall recall the Mate of the Day, Messenger Watch, and BEQ Watch as needed to maintain the facilities.

b. Ensure NSHS spaces are properly secured based on the imminent hazardous weather. Ensure needed supplies are readily available (i.e., salt for ice, tarp/boards for securing broken windows, flash lights, etc.).

c. Ensure that student watch standers are aware that they are subject to recall as needed to maintain the facilities.

3. Directors shall:

a. Ensure all members in their Directorate are familiar with the contents of this Annex and have been provided a copy of Appendix 2 of this Annex.

b. Instruct members within their directorate as to the guidelines provided should weather conditions worsen during the night.

c. As conditions warrant, begin securing personnel as outlined in the Residential Zone Dismissal Plan, Appendix 3 of this Annex.

ANNEX J
Internal Disaster Evacuation Plan

1. In the event of bomb threat/scare, fire or some other internal disaster, it may be necessary to evacuate some portion or all of the NSHS spaces. Directors are to ensure each department develops an internal evacuation plan. The evacuation plan will be displayed with the fire bill as shown on Appendix 1 of Annex K.

2. Discussion

a. Evacuation scenarios could result from fire, smoke, bomb threats, utility interruptions, building system breakdowns or terrorist intrusions.

b. General rules apply in most evacuation scenarios:

(1) The decision to evacuate is almost always made by a senior member of the chain of command: CO, XO, DPO, CDO, OOD, NNMC Fire Chief or NNMC Security.

(2) When immediate action is imperative, the decision to evacuate may be initiated by the senior officer present at the danger scene.

(3) When a danger scene evacuation is made, the on board chain of command must be immediately notified to initiate a comprehensive command-sanctioned response as well.

(4) Muster of evacuated personnel shall be conducted by the individual so designated on the fire bill upon arrival at the evacuation destination.

3. Responsibility

a. Senior Officer present shall:

(1) When immediate action is imperative, direct evacuation of the area utilizing evacuation routes presented in Appendix 1 of Annex K.

(2) Ensure an appropriate alarm is relayed.

(3) Take charge of the evacuation process. Order the implementation of fire/damage control if possible until appropriate assistance arrives.

(4) Ensure that subordinates know their evacuation destination and that evacuees remain together.

(5) Ensure that evacuated personnel are mustered upon arrival at the evacuation destination and that the status of evacuees is assessed to ensure appropriate response.

(6) Cooperate with the Fire Chief, CDO and Security personnel.

ANNEX K
Fire Protection Plan

References: (a) NNMCIINST 11320.1A
(b) NNMCIINST 3500.1

1. The Fire Department is responsible for providing fire protection and suppression for the NNMCI complex in accordance with reference (a). The fire division maintains mutual aid agreements with the NIH and Montgomery County fire departments to provide assistance as needed.

2. Action

a. Fire alarm system: Upon discovering a fire, personnel should call **777** on any telephone and notify the fire department by phone and go to the nearest fire alarm box and pull the handle down. This will notify the NNMCI Security office and the NNMCI Fire division.

b. Methods of containment, location and use of fire fighting equipment: The correction, control and elimination of conditions giving rise to a fire and the means of prevention, detection, prompt notification of the fire division and the control of minor fires, will be considered the responsibility of all NSHS personnel, both civilian and military.

3. Responsibilities

a. The Safety Officer is designated as the Command Fire Marshal and shall:

(1) Ensure all personnel assigned to NSHS are instructed in fire evacuation procedures and are familiar with the use of available fire fighting equipment.

(2) Report to the scene of all fires in NSHS spaces and direct fire fighting efforts until relieved by NNMCI Fire Department personnel. This duty will be assumed by the OOD after normal working hours.

(3) Act as a liaison between NSHS and NNMCI Fire Department personnel.

(4) Ensure all personnel are familiar with the provisions of this Annex and reference (a), and that they report to the Fire Marshal any violation of fire prevention regulations noted.

(5) Ensure the NNMCI Fire Chief, or his designate, conducts annual fire drills in all NSHS spaces and submits a

written report of the drill to the CO containing specific information requested in reference (b) of this Annex.

(6) Maintain overall management of the Command Fire Bill Program and ensuring the Command is in compliance with the fire prevention measures contained in reference (a) of this Annex.

(7) Maintain a current copy of all NSHS Directorate Fire Bills.

b. Directors and Department Heads are responsible for ensuring that departmental fire bills are posted within their departments, and that all personnel are familiar with the instructions and duties contained within. A sample fire bill is presented as Appendix 1 to this Annex. To alleviate the need for frequent updating, assign each detail on the basis of position as opposed to an individual's name. The fire bill will include the following:

(1) Assignment of a person and alternate to be in charge of each area. This person will also be responsible to take muster for their assigned area.

(2) Details for manning fire extinguishers and other fire fighting equipment as available.

(3) Arrangements for closing doors and windows. Prompt evacuation of the area in an orderly fashion.

(4) Instructions for reporting a fire and the phone number of the fire division.

(5) Procedures to be followed upon sounding the first and second alarm.

c. A specific person will be assigned to ensure all doors and windows are closed to confine the fire and prevent its spread to other areas, providing that specific person does not endanger himself/herself. Staff personnel assigned to extinguish the fire will utilize fire fighting equipment and make every effort to contain the fire until the arrival of security and fire division personnel.

d. A marking system will be devised for departmental files, in order of priority, for evacuation in case of fire or other disaster and that personnel assigned are familiar with the system.

e. Personnel attempting to extinguish a fire must know the class of fire and the proper fire extinguisher to be used. Fire extinguishers of various types are located throughout NSHS and NNMCC.

(1) **Class A** fires are those which occur in ordinary combustible materials such as paper, wood and cloth. (Water extinguisher).

(2) **Class B** fires are those fires which occur in flammable liquids such as gasoline, oil, paints and cooking fats. (CO² or Dry Chemical extinguisher).

(3) **Class C** fires occurs in live electrical equipment such as motors, switches and appliances. (CO² or Dry Chemical extinguisher).

e. The senior officer present at the fire will:

(1) Take charge of fire suppression activities and evacuation of the area until the arrival of the fire division.

(2) Order all non-essential personnel away from the immediate area.

(3) Cooperate with the senior fire division official and assist with personnel and equipment as directed.

APPENDIX 1 TO ANNEX K

DEPARTMENT: Operating Management

TITLE	WORK SPACE	EXIT ROUTE	FIRE DETAIL	MUSTER POINT
Department Head	B21C	via B21B	Fire Marshal/Head, Operation Mgmt	E-Lot parking
LPO Security Div	B21C	via B21B	Secure Files	E-Lot parking
LPO Program Support	B37	Stairwell 133	Muster Personnel	E-Lot parking
Prog Supp Personnel	B37	Stairwell 133	Secure copiers/files	E-Lot parking
Assinged X-Division	B37	Stairwell 133	Evacuate/Muster	E-Lot parking

NOTE: When evacuating space, ensure windows are secured.
Last person leaving their workspace will ensure doors are secured.
DO NOT turn off lights unless they appear to be the cause of the fire.

ANNEX L
Drills, Training and Readiness

1. Effective response to the demands of a disaster or mass casualty situation require:

a. A familiarization of the pre-established plans developed to cope with the situation. These pre-established plans are contained within the DPP.

b. Training in responsibilities upon activation of the different annexes of this DPP.

c. Practice in performing the tasks required upon activation of the annexes of this DPP.

2. Periodic drills of the annexes of this DPP are the basic way to provide personnel with the training and practice in how to effectively perform in the disaster or mass casualty environment.

3. The following types of periodic drills will be conducted:

a. **Fire/evacuation drills.** Fire/evacuation drills will be scheduled and conducted by the Fire Marshal and NNMFC Fire Department. Fire/evacuation drills will be conducted at least annually.

b. **Bomb Threat Drills.** Will be conducted periodically, but at least annually.

c. **Personnel Recall Drills.** A telephone personnel recall drill will be conducted at least quarterly.

4. Responsibilities

a. The DPO is responsible for coordinating the periodic drills of these annexes. The drills will be conducted in a manner which minimizes disruption of the normal routine and encourages maximum participation of the command. A critique of every periodic drill will be conducted and a written report and evaluation will be prepared.

b. NNMFC Fire Department is responsible for maintaining accurate files on all fire/evacuation drills conducted on the NNMFC complex.

c. Directors and Department Heads are responsible to ensure that their personnel are familiar with their responsibilities upon activation of any of the annexes of this DPP. A departmental critique should be conducted of any drills that

directly involve their department, with comments and recommendations forwarded to the DPO.

d. All personnel are responsible to fully participate in all scheduled drills.

5. The procedures for activating any of the annexes of this DPP for drill purposes are contained within the subject annex.